

## 2016 Application for Interim BGS Pre-qualification of Professional Services

### 1. Introduction and Instructions

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The purpose of this application is to obtain information from individuals and firms who request to be listed by the Bureau of General Services (Bureau) as pre-qualified to perform architectural and engineering services. The Bureau will evaluate each application and determine qualification status for each discipline requested.

The Bureau or other state agencies may select a listed firm for certain projects without a separate advertisement and interview process if the professional service fee for all disciplines does not exceed \$25,000 for the entire project.

The law addressing this issue may be found at the following website:

<http://janus.state.me.us/legis/statutes/5/title5sec1742.html>, see subsection 6. The law authorizes a rule governing this application process; the rule may be found at <http://www.maine.gov/sos/cec/rules/18/554/554c011.doc>.

**A.** Architect, Landscape Architect and Engineer firms which are not currently on the BGS Professional Services Prequalification List may submit this application (one application per firm) for consideration. The Bureau will review applications for periodic supplementary updates of the List. The prescribed timeframe from receipt of an application to posting of an eligible firm on the BGS website is sixty days. A firm selected to be on the List through this application process will remain on the Bureau's list of qualified professionals until the Bureau issues a new list or until the Bureau removes the firm from the list, pursuant to Rule.

**B.** Submit any questions on this application process to [bgs.architect@maine.gov](mailto:bgs.architect@maine.gov).

**C.** Review and complete each part of the application carefully. Items which have an asterisk are those that require responses in all of the input boxes. The Bureau may reject applications deemed incomplete or non-responsive.

**D.** Complete all sections of this application to describe all services for which pre-qualification is sought. The Bureau reserves the right to pre-qualify a firm for one, some, or all of the services for which pre-qualification is sought.

**E.** The Bureau may require firms to clarify information or supplement the application prior to receiving pre-qualified status. Applicants agree to allow the Bureau to share firm information for the purpose of evaluating the firm.

**F.** Selection of a firm for pre-qualification does not in any way obligate the Bureau or other state agencies to contract with that firm for professional services. Award of projects occurs on a project-by-project basis.

**G.** The firm will typically be required to validate the current status of the information in the application prior to negotiation and approval of a Professional Services Agreement for a particular project.

**H.** Notification of pre-qualification status will be by e-mail message from the Bureau coincident with posting of the updated list on the Bureau website. Current status and information on firm selection protocols for the Pre-qualified Professionals List is at the Bureau's website: [http://www.maine.gov/bgs/constpublic/prof\\_services/index.htm](http://www.maine.gov/bgs/constpublic/prof_services/index.htm). Under certain circumstances, the Bureau may remove a firm from the List.

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### 2. Information About the Firm

#### \* 1. General Information

**Name of contact person**

**Name of firm**

**Mailing address**

**Office location address**

**Municipality**

**State**

**ZIP code**

**Website address**

**Email address**

**Phone number**

The contact person shown above will be notified, via the e-mail address given above, of the status of the Professional Services Pre-qualification application. Potential future requests for proposals for specific projects will also be directed to this person. It is not necessary for the contact person noted to be the head of the firm.

#### \* 2. Professional Services:

☐

Architectural

☐

Civil engineering

☐

Electrical engineering

☐

Environmental engineering

☐

Fire alarm system design

☐

Landscape architectural

☐

Mechanical engineering (includes HVAC, plumbing, sanitary)

☐

Sprinkler system design

☐

Structural engineering

\* 3. Number of years organized as a firm.

\* 4. Business Ownership Structure

What is the legal structure of the firm?

- ☐ Individual
- ☐ Partnership
- ☐ Corporation
- ☐ Other (please specify)

\* 5. Financial Standing

Does the firm currently have a stable financial standing?

- ☐ Yes
- ☐ No

If "No," provide a written explanation here:

\* 6. Insurance

Does the firm maintain insurance in the following categories, at the stated minimum limits?

Workers' Compensation in accordance with the laws of the State of Maine.

Commercial General Liability, \$1,000,000 per occurrence and general aggregate limit.

Automobile Liability, \$500,000 per occurrence.

Professional Liability, \$1,000,000 per occurrence.

- ☐ Yes
- ☐ No

If "No," provide a written explanation here:

See standard Bureau of General Services agreement forms for complete insurance requirements. Specific insurance coverage requirements may vary for individual projects as required by the Bureau. Certificates of Insurance are required prior to approval of a Professional Services Agreement.

\* 7. Claims History

During the past five years, have any claims been made on any liability insurance policies covering the firm, or any of its officers, owners, or key employees for professional work rendered?

☐ Yes

☐ No

If "Yes," provide a written explanation here:

\* 8. Disciplinary Action

During the past five years, has the firm, or any of its officers, owners, or key employees, been subject to any professional disciplinary actions? Disciplinary action includes warning, censure or reprimand; civil penalty; probation with conditions; license surrender, suspension or revocation.

☐ Yes

☐ No

If "Yes," provide a written explanation here:

\* 9. Dispute Resolution

During the past five years, has the firm, or any of its officers, owners, or key employees, been involved with dispute resolution (e.g., standing neutral, mediation, arbitration, litigation) related to their professional work which is not addressed in the questions above?

☐ Yes

☐ No

If "Yes," provide a written explanation here:

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### 3. Project Experience of the Firm

For the example projects below, provide information on current or completed projects where the firm has provided professional services in those disciplines in which pre-qualification is sought.

Use projects which were active within the period of the past five years. The applicant is required to list five separate projects. Additional information may be provided in the comment box after the fifth project.

Show projects in reverse chronological order. Project 1 is the most recent project, Project 2 is the next most-recent project, Project 3 is the third most-recent project, etcetera.

The Bureau may require firms to provide evidence of additional project experience prior to pre-qualification.

#### \* 1. Project number 1

Project name

Project location

Project Owner name

Owner telephone

Owner E-mail

Type of project

Completion date

Services provided

#### \* 2. Project number 2

Project name

Project location

Project Owner name

Owner telephone

Owner E-mail

Type of project

Completion date

Services provided

**\* 3. Project number 3**

Project name

Project location

Project Owner name

Owner telephone

Owner E-mail

Type of project

Completion date

Services provided

**\* 4. Project number 4**

Project name

Project location

Project Owner name

Owner telephone

Owner E-mail

Type of project

Completion date

Services provided

**\* 5. Project number 5**

Project name

Project location

Project Owner name

Owner telephone

Owner E-mail

Type of project

Completion date

Services provided

The statement below provided by the applicant should describe the broad capabilities and characteristics of the firm. The Bureau of General Services may edit this text for the purpose of sharing a firm profile with potential contracting agencies. Such action by the Bureau does not indicate validation or endorsement of the applicant's statements.

\* 6. Statement of the firm's professional experience.

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## 4. Experience and Qualifications of Individuals Within the Firm

List five Key Employees who reflect the qualifications of the firm and would perform the work on projects for which pre-qualification is sought. It is not necessary to provide information for all employees of the firm.

In addition to name, licensure, and position within the firm for each Key Employee, indicate:

Project type experience such as schools, offices or laboratories;

Specific expertise such as facility evaluations, historic preservation or specification writing;

Qualifications in the form of professional memberships, awards, certifications or other affiliations; and

Training successfully completed in the previous three years for relevant professional development.

### \* 1. Key Employee A

Name of Key Employee

Maine License number

Position within the firm

Project type experience

Specific expertise

Qualifications held

Training completed

### 2. Key Employee B

Name of Key Employee

Maine License number

Position within the firm

Project type experience

Specific expertise

Qualifications held

Training completed

### 3. Key Employee C

Name of Key Employee

Maine License number

Position within the firm

Project type experience

Specific expertise

Qualifications held

Training completed

### 4. Key Employee D

Name of Key Employee

Maine License number

Position within the firm

Project type experience

Specific expertise

Qualifications held

Training completed

### 5. Key Employee E

Name of Key Employee

Maine License number

Position within the firm

Project type experience

Specific expertise

Qualifications held

Training completed

6. Optionally, include comments below about other experience and qualifications within the firm.

Total number of employees in the firm

Types of Maine Licenses held

Project type experience

Specific expertise

Qualifications held

Training completed

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5. Certification

By completing this application the person named below certifies that they are a principal of the firm or an authorized agent and that, to their best knowledge and belief, the information provided in the application is true, accurate, and complete. An incomplete questionnaire, or one found to have material misrepresentations or omissions, may be the basis for rejection of the application by the Bureau.

\* 1. Signature

Name of applicant

Title of applicant

Date

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